

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 3:</b> Intake	<b>Effective Date:</b> November 1, 2005
	<b>Section 7:</b> Review of Screened-Out CA/N Intake Reports	<b>Version:</b> 1

## POLICY

- The Indiana Department of Child Services (DCS) will conduct a structured review of all intake reports that are recommended by a supervisor for screen-out.
- A local Screen-Out Committee will exist for **each county** to review all intake reports that a local office director recommends for screen-out. The Screen-Out Committee will act as an advisory committee and will make recommendations about screen-outs.
- The Screen-Out Committee members will consist of the following four (4) people:
  - A local DCS office director
  - A DCS FCM supervisor or FCM
  - A member of a local Child Protection Team<sup>1</sup>
  - A DCS attorney

### Code References

- N/A

## PROCEDURE

After a supervisor approves a child abuse/neglect (CA/N) intake report for screen-out, the following will occur:

1. The **local office director** or his/her designee<sup>2</sup> will complete the following within 24 hours of the conclusion of the initial call from the reporter:
  - a. Review the intake report and records search information
  - b. Agree with or overrule the supervisor's recommendation
  - c. Contact a supervisor to communicate his/her decision
2. The **supervisor** will document the director's decision in the notes section of the intake report in ICWIS and either:
  - a. Assign the report for investigation (assessment) if the director overruled the screen-out (see separate policy, [Assigning the CA/N Intake Report](#)); or
  - b. Leave the report open in ICWIS so the local office director can enter his/her final decision at a later date. Assure that a hard copy of the report and search information is properly filed for the Screen-Out Committee review.
3. The local **Screen-Out Committee** will review all intake reports that a local office director has recommended for screen-out within seven (7) days of the initial call made by the reporter.
  - a. The members of the Screen-Out Committee may meet in person or conduct the review via teleconference or email.
  - b. Information from the records search will also be reviewed.

<sup>1</sup> This representative may not be a DCS employee.

<sup>2</sup> In this case, the director's designee cannot be the supervisor who recommended the report for screen-out.

- c. The committee's discussion about each report will be documented, along with any recommendations. A hard copy of the documentation will be attached to a copy of the intake report and filed.
4. The **local office director** will consider the committee's recommendations before making a final decision and communicating the decision to a supervisor. Any decisions to disallow a screen-out must be communicated to a supervisor no later than two (2) hours after the committee adjourns.
5. The **supervisor** will document the date and final decision, with rationale, in the notes section of the intake report in ICWIS.
6. The **supervisor** will either:
  - a. Assign the intake report for investigation (assessment). This must be done within two (2) hours of receiving the local office director's decision to disallow the screen-out; or
  - b. "Approve" the screen-out decision in ICWIS, thus closing the report. Consider referring the family for services, see separate policy, [Service Request Intake Reports](#).
7. A **supervisor** will give feedback to the intake worker who recommended the report for screen-out if the final decision was to disallow the screen-out. Note: This is a teaching moment, not a disciplinary action.

#### PRACTICE GUIDANCE

- N/A

#### FORMS AND TOOLS

- N/A

#### RELATED INFORMATION

- N/A